

# READVERTISEMENT

**\*See updated Training Assignment and Salary**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## VACANCY ANNOUNCEMENT

**February 21, 2008**

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<b>TITLE:</b>	Financial/Information Manager
<b>POSITION:</b>	00274
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20 Pay Band 6
<b>STARTING SALARY:</b>	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, March 6, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Travel both in and out-of-state may be required (approximately 5% of the time). Overtime may be expected on a regular basis and required during peak work loads associated with fiscal year end closing, budget establishment and development, and the legislative session.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but one year of the required education/experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position develops and implements new fiscal and management information policies; develops processes and procedures that impact program administration of other bureaus; provides budget and fiscal oversight, management, and support for protective services provided by the division; manages complex state/federal funding for large federal block grants; provides grant management for several different grant programs; maintains

the division's statistical reports; and performs data analysis and management duties.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of governmental accounting and generally accepted accounting principles (GAAP); purchasing, auditing, and budgeting systems to manage a complex range of federal grants with multiple funding sources; Medicaid, IV-A, IV-B, and federal/state rules, regulations, and payment methodologies; legislative appropriation process; principles of research and policy analysis; database design, construction, and interaction; principles of management and organizational behavior; and several statewide accounting systems including CAPS, PERQS, AWACS, and SABHRS/MBARS.

Skills: Skill in organization; budget management; accounting and fiscal analysis; database reporting and statistical analysis; and problem solving.

Abilities: Ability to design, implement, monitor, direct, and analyze an extremely complex division budget comprised of a multitude of state and federal funding sources; manage multiple projects simultaneously under the pressure of limited time constraints; establish and maintain effective working relationships with staff, other managers, other agency personnel, legislators, federal representatives, contractors, and the public; work accurately and independently; interpret complex federal regulations regarding program and policy; and independently apply principles, concepts, and methods in order to develop new and innovative means of solving fiscal and program problems.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business/public administration, finance, accounting, economics, information technology, statistics, or related field **AND** two years of progressively responsible professional experience. Extensive knowledge of SABHRS and CAPS is preferred. Relevant experience (accounting, bookkeeping, information/contract/program/project management, etc.) may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and technical and professional level experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 5/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 of PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees/coursework from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena, MT 59604); OR if unforeseen circumstances arise, transcripts may be brought to the interview.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain

exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.